

Carl D. Perkins Vocational Training Center

Student Handbook

Kentucky Education and Workforce Development Cabinet

Kentucky Office of Vocational Rehabilitation

Barbara Pugh, Director

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Welcome!

On behalf of all Staff, we welcome you to Carl D. Perkins Vocational Training Center. We hope your time here will be productive and that we can assist you in planning for your future employment. We are here to support you in your efforts to develop skills that will allow you to live and work independently.

Staff at the Perkins Center is committed to informed choice. The purpose of this handbook is to provide you with comprehensive information about the Perkins Center and the services offered, in order for you to make the most informed choices concerning your plan for successful competitive employment.

### **Perkins Center Mission Statement**

The mission of the Carl D. Perkins Vocational Training Center is to provide services that achieve suitable employment and independence.

### **Perkins Center Vision Statement**

All persons served at the Carl D. Perkins Vocational Training Center would have achieved employment and independence.

**PURPOSE:**

The Perkins Center has a responsibility to applicants, persons served, their families, staff, and the community to conduct its business and operations within a consistent framework as in the policy below. “ETHICS” is a system of moral standards that apply to individuals and/or groups of persons.

**PROCEDURE:**

It is the policy of the Perkins Center to encourage and engage in ethical behaviors in all aspects of business, including, but not limited to, business practices of marketing, admission, retention, discharge, billing practices, relationships with other health care providers, educational institutions, and payers and potential conflicts of interest in contractual relationships. The Perkins Center conducts student care and all other business operations in an ethical manner consistent with its mission, philosophy, values, strategic plan, governing body by-laws, and those guiding principles referred to in the following sections.

All admission, treatment, and billing practices are provided in an equitable manner based upon needs without discriminating on the grounds of race, religion, gender, age, or disability, within eligibility guidelines established by the Kentucky Office of Vocational Rehabilitation, and within the policies established by law for the Perkins Center .

Policies mentioned in this publication apply to all persons who represent the Perkins Center in their dealings with others, including employees, contract providers, and volunteers.

**BUSINESS AFFAIRS:**

The staff of the Business Affairs Unit shall practice high standards of integrity, morality, and competence in the daily functions of their accounting and financial transactions. All accounting functions will be performed as generally accepted accounting principles and standards. All staff will continue to improve their professional skills, give informative and sound advice as to purchasing and financial reports, and maintain high standards of personal conduct.

**MARKETING AND PUBLIC RELATIONS:**

Marketing and public relations practices conducted by the Perkins Center are to be conducted with truth, accuracy, fairness, and responsibility to persons served, the community, sponsoring governmental entities, and the general public, holding to the principles of the fundamental values and dignity of the individual and the freedom of speech, assembly, and the press.

Marketing and public relations materials reflect only those services available; the level of licensure and accreditation; and, comply with all applicable laws and regulations of truth in advertising and non-discrimination.

**ADMISSION AND DISCHARGE PRACTICES:**

Individuals will be admitted and discharged subject to law under Kentucky Administrative Regulations (**KAR 050**) and policies established for individual programs.

Supporting Documents in *Perkins Center Manual of Operations*

Unit Manual for Medical Services

***B.1.6***

**CONTRACTUAL/BUSINESS RELATIONSHIPS:**

Appropriate organizational leadership review current and potential contractual/business relationships carefully to ensure safe, equitable, and ethical services to consumers, staff, and the community. These relationships include, but are not limited to, other health care providers utilized by the Perkins Center to provide services as well as educational institutions with whom the Center interacts (example: use of student interns). Relevant policies include Perkins Center *Operations Manual: Section 2.3. (“Personnel Actions”) and Section 8.7. (“Ethical Policies, Practices, and Resolution of Ethical Issues”).*

**REPORTING AND RESOLUTION OF ETHICAL ISSUES:**

Should an applicant, person served, staff member or other individual believe an action has occurred which may be unethical and wishes to report the incident or behavior in question, he/she should contact the Center Director’s office as soon as possible in order for the Director or his/her designee to investigate the matter. The Director may recommend disciplinary action be taken against employees subject to Kentucky Department of Personnel regulations if the incident involves a merit system employees, or, may take other actions if the situation involves a representative who is not a merit system employee (private contractor, volunteer, etc.).

**SHARED VALUE STATEMENTS (CODE OF ETHICS)**

- We value the right of each individual with a disability to seek and receive the highest quality of services and are committed to providing that level of service.
- We value attitudes and behavior that demonstrate respect for every individual.
- We value individualized service delivery that places the customer’s needs first.
- We value the interdisciplinary team approach to customer services.
- We value ongoing, open, honest and constructive communication.
- We value a positive, results-oriented work environment.
- We value personal and professional commitment to the mission, goals, and objectives of the organization.
- We value the student as the Perkins Center’s most important resource.
- We value fiscal responsibility and efficiency.
- We value individual responsibility and achievement.
- We value innovation and creativity.

## Perkins Center Code of Conduct

### Introduction

The purpose of this information is to inform you of your rights and responsibilities (both on and off Perkins Center grounds) during your enrollment. You are expected to learn and to comply with the policies and regulations of the Perkins Center regarding your behavior.

The application you signed for admission represents your **voluntary decision** to participate in the programs offered by the Perkins Center. Approval of your application represents the Center's decision to extend to you the privilege to attend and be a part of the Perkins Center. **You retain this privilege as long as you fulfill your obligation to participate in your program, and to comply with the Perkins Center policies and regulations regarding student behavior.**

State and Federal laws guarantee certain rights to all citizens. In order to operate in an efficient and orderly manner, the Perkins Center must maintain a structured environment for both consumers and staff. To preserve and extend the benefits of the Perkins Center services to all persons served, the rights and behavior of the individual served must be subject to reasonable regulation and constraint. Your rights may not interfere with the rights of other persons served, staff, or the operation of this facility.

The Code of Conduct explains your rights and responsibilities, definition of terms, specific grounds for disciplinary action, consequences which may result if you do not follow the policies, and the appeal process.

Specific questions regarding your rights and responsibilities, or the Perkins Center's code of conduct policies and practices, should be directed to your Center Case Manager or the Dean of Students.

### Your Rights

Persons served at the Perkins Center have the same basic rights and responsibilities as do other citizens. To the maximum extent possible, the Perkins Center will attempt to safeguard your individual rights and your freedoms of citizenship.

As a person served by the Perkins Center, you have the right:

To be informed prior to or during your admission of the services available to you at the Perkins Center

To a written plan developed by you and your Perkins Center Case Manager together, that includes details of the planned services and anticipated completion dates.

To have your rehabilitation program reviewed on a regular basis.

To receive prompt, considerate and respectful care and to be treated with dignity.

To have reasonable access to the Perkins Center's resources and facilities.

To inquire, express, and enjoy, the essential freedom of learning.

To receive consideration, respect, and recognition, of your dignity and individuality, including freedom from mental or physical abuse and reasonable privacy in medical treatment or care for personal needs.

To be informed by a physician of your medical condition.

To be informed of your rights and responsibilities as an individual served, of policies and regulations, and of the code of conduct at the Perkins Center.

To consult with your Perkins Center Case Manager, instructors, administrators and other Perkins Center staff regarding any matter concerning your program of services.

To have all information about you and your rehabilitation program kept confidential by the Office of Vocational Rehabilitation and other agencies/consultants with whom the agency is authorized to share information.

To be given an oral or written explanation of the rule violation against you before consequences are enacted.

To file an appeal if you should become dissatisfied regarding the way in which the Center provides or fails to provide services; or your discharge from the Perkins Center.

To avail yourself of the services of the Client Assistance Program. Upon your request, your Perkins Center Case Manager will provide you with information on how to contact the Client Assistance Program.

You may also receive information by visiting the Office of Vocational Rehabilitation website (<http://ovr.ky.gov>) or you may call Client Assistance Directly at 1-800-833-6283.

To be given reasonable assistance in making travel and other necessary arrangements prior to your departure from Perkins Center if you are transferred to another facility or otherwise discharged, consistent with the security of the Perkins Center, your safety and the safety of others.

This list should not be considered inclusive and may be expanded at a later date.

## **Your Responsibilities**

As a person served by the Perkins Center, you have the same basic rights and responsibilities as other citizens; therefore, whether on or off Perkins Center grounds, you are expected to be a law abiding citizen. Also, you are expected also to comply with all applicable policies and regulations of the Office of Vocational Rehabilitation, as an individual receiving Perkins Center services.

As an individual served, you have the responsibility:

To participate and cooperate in receiving those services in your Center Plan and other Center services as may be deemed appropriate by Perkins Center staff.

To follow the standards set forth by the Perkins Center Code of Conduct.

To cooperate with Perkins Center staff in the administration of Center policies and regulations.

To respect the individual rights of others in matters of expression, assembly, health, safety, privacy, property and in the free exercise of their rights of citizenship.

To respect the right of your peers to participate in receiving Perkins Center services.

To extend courtesy, fairness and respect to Perkins Center persons served, and staff.



To accept responsibility for your own conduct and to show consideration for the rights and property of others.

To take advantage of educational experience and to put forth your best efforts.

To achieve through your own efforts.

To use the appeals process in a constructive manner.

### **Responsibilities of Perkins Center Staff**

Perkins Center staff has a responsibility:

Staff at the Perkins Center is expected to treat consumers with dignity and to abide by the highest ethical standards.

To remain sensitive to, and respect ethnic, cultural, religious, and lifestyle diversity among students and colleagues.

To respect the wishes concerns, priorities, values and rights of students, or their guardians to make informed decisions about their rehabilitation program.

To avail themselves and make others aware as appropriate, of mechanisms to resolve ethical conflicts.

To fully disclose information regarding rights and responsibilities, costs, available services, complain resolution mechanisms, and billing practices.

To be accurate and truthful in public advertising and dissemination of information about the Perkins Center.

To strive to maintain the financial integrity of Perkins Center without compromising the quality of student care.

To protect Perkins Center by avoiding conflicts of interest and managing risks appropriately.

To follow all Perkins Center policies and requirements that address issues described in this policy.

### **Human Rights Policies**

It is the policy of the Perkins Center that all persons be provided an environment which preserves their human rights, dignity, health, and safety. The Perkins Center strictly prohibits abusive situations against persons served.

“**Abuse**” includes:

- Physical Abuse, including sexual abuse and physical punishment; and
- Psychological Abuse, including humiliating threatening and exploiting actions.

If you feel you have been abused, you should report what happened to a Perkins Center staff member or the Dean of Students.

## **Expectations of Conduct**

The Perkins Center staff is dedicated to providing a safe environment for students. The Perkins Center provides general supervision for students while on campus grounds, while riding on Perkins Center vehicles, and during recreation events that occur off campus grounds. The Perkins Center does not provide one-to-one supervision for individual students. There are many hours during the day when students will have unstructured time. Students should be aware they are subject to all local, state, and federal laws when on campus grounds or while engaged in activities off campus grounds supervised by Perkins Center staff.

At the Perkins Center, we believe in the promotion of positive work and social behaviors through the use of behavior management. Through vocational behavior enhancement, we seek to structure an environment in which appropriate work and social behaviors are positively reinforced and inappropriate behaviors have fair and immediate consequences.

Conduct standards are organized into four groups, with Group IV behaviors being the least serious, and Group I behaviors being the most serious. Consequences have been given for each group that cannot be deviated from in any way.

An explanation of the Perkins Center appeal process follows the Expectations of Conduct.

The following is a list of group behaviors and their consequences:

### **Group IV**

1. Operating a wheelchair, scooter, or other modes of transportation faster than a normal walking pace; or running in the facility or walkways.
2. Using profanity.
3. Failure to produce nametag or other form of identification on person or failure to confirm identity when asked.
3. Playing radios, stereos, tape players, CD players, and/or televisions loud during quiet hours.
4. Failure to follow any Perkins Center Unit rules not directly covered under Group I, II, and/or III behaviors; after orientation to the units.
5. Engaging in consensual inappropriate sexual activity on campus not covered under Group III, II, I behaviors.
6. An unexcused tardy to any class or required activity.
7. Failure to follow dress code.
8. Littering.
9. Initiating and/or repeating rumors

10. Tobacco use in non-designated tobacco areas.

#### **Group IV Consequences**

1. Verbal explanation to the student about the behavior.
2. Immediate demonstration of the appropriate behavior, and/or correction of the inappropriate behavior, by the student.
3. Appropriate documentation on a Perkins Center Accident, Incident or Behavioral Report Form.

#### **Group III**

1. Causing a group disturbance (Ex: Slamming doors, kicking garbage cans, slapping or hitting walls, loudly interrupting others.)
2. Trespassing
3. Horseplay: Rough or reckless behavior presenting an increased risk for harm to persons or property
4. Failure to follow the pass system and/or procedures
5. Refusing/failure to comply with the consequences of a group behavior that has been issued, immediately defying instructions given in a single event when it occurs in a vocational behavior; Intervention, or failing to follow a specific individualized instruction based upon a written agreement between a staff person and the student.
6. Being verbally abusive, including unwanted sexual remarks.
7. Giving false information intended to evade consequences of actions and/or causes disruption that impairs the general functioning of the Perkins Center.
8. Playing in public any music with profane and/or violent lyrics and/or material or viewing sexually explicit materials on Perkins Center computers.
9. Failure to follow dormitory curfew rules.
10. Failure to follow Center Student Vehicle procedures.
11. One (1) unexcused absence from any required class or activity.
12. Making a statement to another student suggesting that self harm is likely.
13. Four Group IV's behavior occurring within 14 days is elevated automatically to Group III behaviors.
14. Engaging in consensual sexual fondling where the contact is made outside of clothing.
15. Windows open with heaters or air conditioners running.

### **Group III Consequences**

1. Verbal explanation to the student about the behavior.
2. Immediate demonstration of the appropriate behavior, and/or correction of the inappropriate behavior, by the student.
3. Loss of privilege status (defined below).
4. Restriction from the area where behaviors took place until 6:00 a.m. the following day, if applicable.
5. As a last resort, floor restriction until 6:00 a.m. the following day.
6. Appropriate documentation on a Perkins Center Accident, Incident or Behavioral Report form.

OPTIONAL – Staff or student may request a Problem Solving Team (defined below) meeting within 48 hours, or on the next available work day, of receiving the offense.

### **Group II**

1. Being disorderly, interrupting the general functioning of field trips and outings, or Center. Reckless/careless operation of a vehicle on campus, such as speeding, squealing tires, or driving without headlights after the posted time for students be off the highway
2. Being under the influence/intoxicated or being in possession of drug paraphernalia in community, on outings, or center. This would include an admission of guilt or confirmation through a drug and alcohol screen.
3. Fighting not covered under Group I behaviors, (deliberate, mutually agreed upon, or after being provoked, but more force is used than necessary for self defense).
4. Intimidating behavior, which is defined as a verbal threat, written threat, or body language (Ex: Raised fist, backing another into a corner) suggesting that a physical assault is likely.
5. Being in designated restricted areas not covered under Group I behaviors; such as sections of the building at particular times, (ex. Coat closets and bathrooms of the opposite sex etc.)
6. Destroys, damages, or defacing property belonging to another or the Center valued at less than 500.00
7. Deliberate self-injury to self or deliberate injury to another with permission. This would include tattoos and rituals.
8. Abuse of medication and/or medication policies, to include medication prescribed to the individual in question, in proper containers
9. Creating a fire hazard; including, but not limited to the following: burning incense, candles, or other materials; etc.
10. Engaging in nonconsensual sexual contact on campus not covered under Group I behaviors. Nonconsensual sexual contact includes exhibitionism.

11. Engaging in consensual sexual fondling where the contact is made under clothing; sexual intercourse, oral sex, or anal sex on campus
11. Exploitation: including, but not limited to dictating another's behavior or borrowing with no intent to return or reimburse.
12. Failure to follow Center Student Vehicle Procedure within 30 days after the first violation.
13. Stealing an item(s) with a replacement value of less than \$50.00. Stealing is defined as taking by force or by secrecy or without permission.
14. Failure to wear or refusal to wear a seat belt while being transported in any center vehicle
15. Three Group behaviors III's in 14 days
16. Minors or Students under full legal guardianship that violate Center pass system rules.
17. Male students found in female dormitory or vice-versa. If in the room by consent, both students are issued group.

## **Group II Consequences**

1. Verbal explanation to the student about the behavior.
2. Immediate demonstration of the appropriate behavior, and/or correction of the inappropriate behavior, by the student.
3. Loss of privilege status.
4. Problem Solving Team meeting within 48 hours, or on the next available work day, of receiving the offense.
5. Floor restriction from 6:00 p.m. until 6:00 a.m. each day until the Problem Team meets.
6. Appropriate documentation on a Perkins Center Accident, Incident, or Behavioral Report Form.

## **Group I**

1. Causing emergency procedures to be initiated without proper cause (**Ex: Fire Dept. EMS, Police or in house smoke detectors, fire alarms, calling 911, and setting fires**).
2. Having in possession on Perkins Center property, following Perkins Center orientation, dangerous weapons such as guns, knives or other bladed instruments, or other illegal items as listed in the Student Handbook. A dangerous weapon is construed to be any instrument sharp or blunt, regardless of size or shape that a student has in their possession, and there is a reasonably good indication that they intend to use it in a threatening or menacing manner.

3. Having in possession alcoholic beverages, illegal drugs (including synthetic substitutes & extra illegal substances) unauthorized prescription medication, or prescribed medication not in proper container. Distributing prescription.
4. Physically assaulting Perkins Center students or staff members: sexual assault, to jump or violently attack, which could include unexpected force or the use of weapon.
5. Stealing an item(s) with a replacement value of \$50.00 or more. Stealing is defined as taking by force, by secrecy or without permission.
6. Being in an area which poses a danger for serious injury or death, such as leaving Center grounds after the posted deadline times. Other examples are crossing the highway (321) from the Mayo Plaza to Wal-Mart/Kmart or vice-versa, being on the railroad tracks, or the river bank at any time.
7. Training Students with a negative leave balance.
8. Three escalated Group II's in 14 days or any combination of Group II behaviors issued in 30 days.
9. Deliberately destroys, damages, or defacing property belonging to another or the Center valued at more than \$500 dollars.

#### **Group I Consequences**

- 4.) Administrator in Charge or On-Call is contacted at the discretion of the staff person involved.
- 5.) Student is removed from the Perkins Center property as soon as housing and transportation can be arranged; unless legal implications require the student be detained.
3. Student is discharged from Perkins Center for 6 months, contingent upon the appeals process.
- 6.) Problem Solving Team meets with 48 hours, or on the next available work day, of receiving the offense to develop the following:
  - a. Recommendations to the referral source for documented treatment and/or corrective measures prior to the student's re-admission to the Perkins Center.
  - b. Further treatment and/or corrective measures for the student upon re-admission to the Perkins Center.

#### **Lookouts**

Please note that any student determined to be acting as a "lookout" for another student or group of students, could be subject to the same behavioral group as the other involved student(s).

Students who complete their training program with a group I behavior may not be able to participate in the graduation ceremony. A committee will determine if the student can participate and will inform them of the decision.

## **Center Privilege Status**

Any student not in evaluation is deemed eligible for privilege status when he/she has been enrolled into a program at the Perkins Center. Enrolled students must be free of any Group I, II, or III behaviors in order to maintain privilege status. If a student earns any Group I, II, or III behaviors will result in a loss of privilege status for a period of fourteen days, contingent upon the appeal process. After the fourteen day period, the student will regain privilege status. If a student is on leave from the Perkins Center, those days while not on campus are not considered as part of the fourteen day period.

## **Privilege Card**

The student receives a privilege card from his/her case manager. This privilege card is to be worn with the Perkins Center nametag at all times. **Students must be in privilege status and present their privilege card to access the Perkins Center pass system.**

## **Benefits of Privilege Status**

A student with privilege status has access to the following benefits:

- A 2:00 a.m. dorm room curfew on Fridays, Saturdays, and holidays.
- Eligibility to use Perkins Center pass system.
- Special Recreational activities.
- Eligibility to use personal vehicles while at the Perkins Center, according to the vehicle policy guidelines.

## **Day Students**

As noted above, day students at the Perkins Center are eligible for privilege status. Day students in privilege status may stay on the Perkins Center campus until 11:00 p.m. They may also attend special recreational activities and outings scheduled for privilege students.

## **Losing Privilege Status**

Students lose privilege status when they commit a Group I, II or III behavior. When a staff member observes a student violating a Group I, II or III offense, the following actions are taken:

1. Briefly explain the violation
2. Instruct the student to forfeit his/her privilege card.
3. Enact the appropriate consequences for the group behavior the student has committed.
4. Turn the privilege card into the Dean of Students
5. Document the violation on an Incident, Accident or Behavior Report form.

Students may earn back privilege status by staying free of Group I, II or III offenses for 14 days. If the student receives an additional Group I, II or III offense while they are trying to re-earn privilege status, the 14 day qualifying period begins from the date of the last group offense received. Students who fail to forfeit their privilege card may be subject to a Group III for failing to follow appropriate instructions.

### **WAP, ALPHA, GED, and Training Classroom rules**

For students in the Academic and Lifeskills Program of Higher Achievement (ALPHA) or Training a token economy is in place to reinforce appropriate work behaviors. Students earn ALPHA or Training dollars in each class for being on time, being appropriately dressed/groomed, being productive and interacting appropriately with other students and staff. Students can earn up to 8 ALPHA or Training dollars per behavior per class.

ALPHA or Training dollars are kept on an ALPHA or Training dollar card which must be picked up at the dormitory desk each morning. ALPHA or Training dollar cards must be dropped in the ALPHA or Training dollar card box by 8:00 am the following day for dollars to be counted. **Late ALPHA or Training dollar cards are not accepted.** Staff giving ALPHA or Training Dollars are required to place their initials by the dollars given. Any student who falsifies ALPHA or Training dollar cards will be given a Group III offense for giving false information.

Students are not allowed in any manner to share, loan, transfer, etc. ALPHA or Training dollars to other students. Dollars may only be taken away by a Problem Solving Team or the Behavior Management Coordinator. They may also earn more ALPHA or Training dollars for the following behaviors:

- Participating in Recreation (2 to 8 ALPHA or Training dollars)
- Picking up medication on time (6 ALPHA or Training dollars)
- Attending other meetings or groups (8 ALPHA or Training dollars)
- Passing room inspection (up to 6 ALPHA or Training dollars)
- Volunteering for extra duties or activities (2 to 6 ALPHA or Training dollars)

Students may use ALPHA or Training dollars to purchase items, including the following:

- IGA Store – 5 ALPHA or Training dollars
- Town shopping – 20 ALPHA or Training dollars
- Day sign-out – 50 ALPHA or Training dollars
- Weekend sign-out – 100 ALPHA or Training dollars
- Recreational trips – ALPHA or Training dollar values determined by Recreation Unit
- Increase curfew for 30 minute blocks on weekend – 10 ALPHA or Training dollars
- Cosmetology services – determined by Cosmetology Instructor
- Dr. Visit Co-Pay- 10 dollars
- ER Visit-50 dollars
- Overdraft fee-30 dollars
- Late Fee-20 dollars
- Items in the Student store (Prices listed at Store)
- Extra meal in Cafeteria – 4 Alpha or Training dollars

Student who does not participate in the token economy system can earn extra meals by completing appropriate work behaviors.

The Student Store contains personal hygiene/grooming items useful to Perkins Center students. There is a list of items available at the store. If you are in need of hygiene/grooming items that may not be available, please contact your Case Manager.

Payment of Rent/Utilities/Food



You will be given a bill for rent, utilities and food while you are in the ALPHA or Training program. This bill is to be paid with ALPHA or Training dollars only. You will be charged 450 dollars for rent, 150 **dollars for tuition, 240 dollars for food, 120 dollars for utilities, 540 dollars for FICA, and 200 for medical insurance.** These rates will be pro-rated if a student has not been enrolled for the entire month. ALPHA or Training bills can only be paid with ALPHA or Training dollars. If you have questions concerning your bill, please see the dormitory desk.

### **Classroom Rules**

1. Students are expected to follow the Center's Vocational Behavior Enhancement guidelines.
2. Be on time. An unexcused tardy is a Group IV behavior. A tardy is defined as missing from 1 to 30 minutes of class. An unexcused absence is a Group III behavior. An absence is defined as missing more than 30 minutes of class.
  1. Sleeping in class for long periods of time or refusing to participate in classroom activities is considered to be the equal of being absent from class. This is a Group III behavior.
  2. No profanity. This includes profanity that is signed, spoken, gestured or written. Inappropriate words or pictures printed on clothing or hats are not allowed. Use of profanity, in any form, is a Group IV behavior.
  3. No horseplay is allowed. Horseplay is a Group III behavior.
  4. No tobacco use. Students may not use any tobacco products during the time they are in class, training or in shop areas. This includes class time spent outdoors. Tobacco use is permitted only outside the building in designated smoking areas during breaks, lunch or after 3:00 p.m.
  5. Food and drinks are allowed in the classrooms or shop areas at the teacher's discretion.
  6. Do not remove items from classrooms or shop areas without the instructor's permission.
  7. Follow the Center's Dress and Hygiene/Grooming Policy. See the Student Handbook.
  8. Follow the Center's Classroom Attire Policy. See the Student Handbook.
  9. Check with the instructor before leaving the classroom or shop area.
  10. The use of headphones, CD players, tape players, radios, etc. is prohibited in the classroom and shop areas. Students are encouraged to leave these devices in their rooms. In special cases involving documented learning disabilities, a student might be allowed to use headphones in an academic setting.
  11. Students may have their cell phones with them, however, they are to be on silent mode and they are not to be used during class time. If students fail to comply with the cell phone rules, they will not be allowed to have them in their possession during class time. Cell phones may be used during breaks or lunch.

### **Perkins Center Appeals Process**

Persons served at the Perkins Center have the right to have a staff decision reviewed. The review process is determined by state regulations or by the Perkins Center policy. At any time during the appeal process, the person served may contact the Client Assistance Program. It is the responsibility of the Perkins Center to extend every effort to ensure that persons served are presented information on appeal procedures in a language which is understandable to them.

If a student commits an offense resulting in loss of privilege status, they may appeal that decision to the Supervisor of that department. If the Supervisor of that department is on duty, the incident will be reviewed immediately. If the Supervisor is not on duty, the incident will be reviewed as expediently as possible either by the Supervisor or his/her designee.

If you seek an appeal of a Group Offense, you have two options:

- A. Request appeal verbally to the supervisor of that department or his/her designee

**B. Complete Student Incident/Complaint Form requesting an appeal and return to the Dean of Students**

If you do not agree with the decision of your appeal, you may appeal the decision to the Center Director or his designee.

Students who commit Group I behaviors or who have three Group II's behaviors in thirty days are automatically granted an appeal with a Problem Solving Committee. The Committee will review the case to determine whether the offense is appropriate and the length of discharge should be reduced to less than 6 months.

All consequences of group offenses assigned by staff should be followed unless the student has indicated they wish to appeal the group behavior. The committee/supervisor will hear the appeal and if determined appropriate the consequences will immediately follow the committee or supervisor decision.

If, **at any time**, you are dissatisfied with the provision or denial of services, you have the right to have the matter reviewed by an impartial hearing officer. However, since this process is quite formal, it is usually in your best interest to try to resolve your complaints informally.

The Office of Vocational Rehabilitation offers mediation services through an impartial party to resolve disputes between consumers and staff. Mediation may be requested at any stage of the rehabilitation process concerning any issue. The mediation process, once initiated, can be stopped and an individual may proceed to an impartial hearing at his/her discretion. The mediation process is distinct and separate from all other agency appeal processes.

A consumer guide is made available to all applicants and consumers of the Office of Vocational Rehabilitation services. Additionally, the consumer guide is posted on the OVR web page. The following information from the web page posting of the consumer guide is specific to mediation and due process.

If you feel you need assistance with your appeal, you may contact the Client Assistance Program (CAP). The Governor of the Commonwealth of Kentucky has established the Client Assistance Program with the purpose of assisting you in your relationship with the Office of Vocational Rehabilitation. CAP can help you to understand services available from OVR, advise you on other benefits available from state and federal agencies, help you to pursue appropriate remedies to ensure the protection of your rights, and help to resolve any dissatisfaction that you may have with OVR regarding the provision or denial of services. To contact CAP, call or write:

**Client Assistance Program**  
**275 East Main St. 2<sup>nd</sup> Floor**  
**Mail Drop 2 E-J**  
**Frankfort, KY 40621**  
**Email: <http://kycap.ky.gov>**

<b>Toll free number</b>	<b>1-800-633-6283</b>
<b>Video Phone</b>	<b>1-866-760-3729</b>
<b>Fax</b>	<b>1-502-564-1566</b>

**Gerry Gordon-Brown, Director**  
**Vanessa Denham, Program Coordinator**

**Complaint Process**

Should you have a complaint regarding an issue that has occurred at the Perkins Center, complaint forms are available on office door of the Dean of Students. You may fill out the form and turn it in to the Dean of Students. Please be sure to sign your name so that you can be contacted concerning your complaint. After receiving your complaint, the Dean of Students will forward it to the person responsible for the area of complaint, which is generally a supervisor or unit director. That person will respond to you as soon as possible.



## Perkins Center Principles and Operations Guide for Students

### Perkins Center Emergency Procedures

The purpose of this section of the handbook is to provide information to be used as an informational guide for all students to assist Perkins Center staff in providing a SAFE and SECURE learning, working, and living environment. It is the responsibility of each student to become familiar with the proper response for particular emergency situations with which they may be faced.

An emergency is any unplanned event that can cause injuries or deaths to employees, students, or visitors, disrupt operations, and cause physical or environmental damage.

Please be aware that in order to enable staff to respond to emergency situations, training drills must be conducted. These drills are meant to insure staff is competent in following these procedures. Please be patient and understand that these drills are for your protection. Also, be sure to **TREAT ALL ALARMS AS THOUGH A REAL EMERGENCY IS OCCURRING.**

### Command Posts

Throughout this section, Command Post #1 and Command Post #2 will be mentioned frequently. The command posts are meeting areas for students and staff after emergencies for the purpose of accounting for everyone.

Command Post #1 is located behind the Medical Housing Section

Command Post #2 is located in front of the building, between the flag pole and the highway.

The locations of the command posts are identified on the Perkins Center map at the end of this section.

### Fire Alarm Procedures

1. When a fire alarm is activated during the class day, there will be a **LOUD BUZZING SOUND** and **FLASHING LIGHTS**.
2. When you hear the alarm or see the flashing lights, it is important that you exit the building from the **nearest exit**.
3. After leaving the building, move at least 50 feet away from the building.
4. After leaving the building, listen for instructions or for a roll call of students and staff if necessary.
5. Re-enter the building only when the staff person in charge has given an **ALL CLEAR**.

There are several suggestions that students should also try to remember regarding fire alarm procedures:

1. **Do not go into the courtyard area under any circumstances.** The courtyard is an enclosed area which could cause you to be trapped should a major fire occur.
2. **Do not open smoke doors.** Smoke doors are the large wooden double doors located at the entrance to the Medical Unit, Arts & Crafts, Computer Lab, and the entrances to Work Adjustment and Training. These doors are identified on the Perkins Center map located at the end of this section. When an alarm is triggered, the doors close automatically. The purpose of these doors is to isolate smoke from areas of the building to allow more time for persons to evacuate. If you come to a closed smoke door turn around and proceed to the nearest exit.

3. **Do not use the elevators.** When a fire alarm is activated, the elevators will go directly to the bottom floor and open. They will not be operational after they reach the bottom. When the fire alarm is activated and you are in the Men's Dormitory or Women's 2<sup>nd</sup> Floor, go to the nearest stairwell and proceed to Command Post #1.

Persons with mobility impairments or individual who use wheelchairs have two options. First, they may ask students for assistance down the stairs. The second option is for the student to go to the nearest stairwell and wait for staff to assist them. Staff will be searching each floor making sure the dorm is clear and will assist the student down the stairs.

4. **Familiarize yourself with the exits.** Only you know where you spend most of your time. Think about where these areas are and be sure you know how to get out should a fire alarm occur. If you are unsure, the map at the end of the section provides safe routes outside of the building from all Perkins Center areas. Similar maps are posted in each section of the building and in the dormitory. Please ask staff if you are unsure of evacuation procedures.

### **What to do if you see fire or smoke.**

If you see heavy smoke or an actual fire, locate a fire alarm pull station. These pull stations are located throughout the building and in the dormitories. After finding the pull station, activate the alarm by placing your fingers in the slot and pushing down. The fire alarm system will then be activated.

It is important that if you see the smoke, activate the fire alarm before notifying staff. Notifying staff before starting the fire alarm wastes precious time that may be needed to keep the incident from worsening. **AFTER** pulling the fire station, you should notify a staff member of the location of the fire or smoke. After notifying staff, exit the building following standard fire alarm procedures.

### **Fire Extinguisher Use**

Students are not expected to use fire extinguishers in times of emergency. Staff have been trained and are expected to be competent in using this equipment. However, if you see a fire and choose to attempt to put it out with the fire extinguisher, please follow the steps below:

1. Find a fire alarm pull station and activate the alarm system. This will notify staff to come and assist with the situation.
2. Use the "PASS" System in operating the extinguisher.
  - "P" – **Pull** the pin located near the handle.
  - "A" – **Aim** the hose or nozzle at the base of the fire.
  - "S" – **Squeeze** the trigger.
  - "S" – Spray the fire extinguisher in a **sweeping** motion.

If you do not feel comfortable using the fire extinguisher, do not attempt to operate it. Merely activating the alarm system and notifying staff of the location of the fire will allow staff to respond to the situation adequately.

## **SEVERE WEATHER PROCEDURES**

Severe weather may include thunderstorms, lighting, high winds and tornadoes. Severe weather often results in Weather Alerts issued by the National Weather Service. Responses to Warnings will be exercised immediately upon receipt and at other times when personal observations indicate caution should be utilized

Staff receiving the severe weather warning will make the following announcement:

**“May I have your attention please: This is a Severe Weather Warning. All individual served, visitors, and staff go quietly to the designated shelter areas and remain until an all clear is given.”**

After the announcement is made, please go to the designated shelter for the area where you are located. If you are unsure of the designated area, your instructor will show you where the shelter is located.

Students in the **Dormitory Area**, including **Recreation**, should report to the Dorm Desk, where Staff will direct them into the designated areas inside the Women’s First Floor Dormitory. Students should be in the hallways or the laundry room of the Women’s Dormitory, not in the rooms. If a male goes into a room it will be considered a **Group I offense**.

Students in the **Medical Unit** should report to the hallway outside the nurse’s station. If you have difficulty moving into the hallway, the nurses will assist you.

If you are in a class or training area, your instructor will assist you in finding the appropriate shelter for your area. If your instructor is not available, and you are unsure of where to go, find a staff member immediately and they will direct you to the appropriate area.

The designated shelter areas are highlighted on the Perkins Center map at the end of this section.

### **Bomb Threat Procedures**

In the event of an earthquake, Security or the person in Charge (or their designee) will then make the following announcement on the Center paging system.

**“MAY I HAVE YOUR ATTENTION, PLEASE. All STUDENTS, STAFF AND VISITORS WILL EXIT THE BUILDING AT THIS TIME IN A QUIET AND ORDERLY MANNER AND REPORT TO COMMAND POST ONE NEXT TO THE TENNIS COURTS. PLEASE TURN OFF ANY WIRELESS DEVICES SUCH AS CELL PHONES”**

Students are to evacuate by the nearest exit, move 50 feet away from the building and go to Command Post #1. ( behind the Assisted Living Unit beside the tennis court.) If inclement weather occurs, the gym will be searched first and students and staff will proceed there.

If you receive a bomb threat or over hear someone make a threat to harm others to let a staff person know as soon as possible.

If you are in your dormitory room, do not turn the light switch on or off when leaving and do not lock your door.

### **Earthquake Evacuation Procedures**

In the event of an earthquake, Security or the person in Charge (or their designee) will then make the following announcement on the Center paging system.

**“Earthquake, earthquake, all students, staff, and visitors will drop, cover, and hold for 60 seconds and then an immediate evacuation will begin.”**

1. After 60 seconds, or after the shaking has stopped, evacuate the building by using the same routes as those used during fire alarms.

2. Proceed with staff to Command Post #1.
3. **Do not cross the rear parking lot due to placement of underground utilities.**
4. If ground damage occurs, staff and students will report to Command Post #2.
5. Do not return to the building until an all clear is given by the staff person in charge.

### **Health Maintenance**

Perkins Center staff encourage students to practice appropriate behavior in regards to actions that might place them at risk for contracting an illness or disease. Treat any body fluid spill as hazardous and avoid it if at all possible. Notify staff immediately of the spill.

Perkins Center also encourages you to practice responsible sexual behavior. Appropriate precautions can greatly reduce the risk of contracting sexual related illness. If you have questions concerning these precautions please contact dormitory staff, psychology staff or your case manager.

### **General Perkins Center Guidelines and Procedures**

In order to maintain a safe and secure environment that promotes learning, Perkins Center has developed general rules and policies. These rules are not meant to be considered restrictive, but merely to provide a structured environment that protects students' rights. The following rules and policies are Center-wide and apply to all students, unless otherwise noted.

### **Illegal Items**

The following items are prohibited at Perkins Center:

- Alcohol
- Marijuana, Cocaine, Heroin or any other controlled or illegal substance
- Spray Paint or Spray Enamel (Outside of training or Art & Crafts/Recreation)
- Guns or explosive
- Knives
- Clubs
- Pepper Spray
- Tazors
- Gasoline or bottled propane
- Firearms ammunition
- Toxic Model glue
- Tattoo implements

If you have these items upon admission to the Perkins Center, you may turn them in to Security, the Dean of Students or Dorm Staff prior to, or immediately after your orientation to Safety, Security and Personal Dignity. Turn all prescription medicine into the Medical Unit upon your arrival. If the above mentioned items are found after this orientation, they are considered a Group I offense.

Students who turn in items that are not in violation of Kentucky State Laws (i.e. guns, explosives, controlled substances, etc) will get a receipt for the item. The item will be stored in the Security Unit office. Students may pick up their property when they leave for home either on pass or upon discharge.

The Perkins Center considers the furniture and rooms the joint property of Perkins Center and the student. Perkins Center reserves the right to search dormitory or the assistant living unit rooms should there be reasonable belief that illegal items or drugs/alcohol are in the Dormitory or Assistant Living unit.

### **Alcohol and Drug Procedures**

The possession of alcohol or drugs on Perkins Center property is considered a Group I Offense. The Perkins Center reserves the right to search your Dormitory or Medical Room, if we have probable cause that you have alcohol or controlled substances in your possession.

If it is suspected you have alcohol or drugs in your possession, Security will request your permission to search your room, or personal property. If you deny this request, Security staff will contact the Administrator in Charge to obtain permission to search. If the Administer in Charge grants permission, Security may search the area. The student has the right to be present at the time of the search.

Being under the influence/intoxicated while at Perkins Center, in town or the community is a Group II offense. The Perkins Center reserves the right to request a drug test when there is probable cause that you are under the influence or intoxicated by alcohol or controlled substances.

To obtain a drug screening when probable cause is present, the Security staff will contact the Administrator in Charge to get permission. Once permission is granted, the Security staff will offer the student a drug screening and will get your permission in writing. If the student agrees, they will go to the Medical Unit for a urine screening. Staff will be present in the room while the sample is taken.

The purpose of the drug screening is to provide an opportunity to prove your innocence. **If you refuse the drug screening, it will be considered an admission of guilt and an automatic Group II offense.**

Again, the furniture and rooms are considered the joint property of Perkins Center and the student. The Perkins Center reserves the right to search dormitory or medical rooms should there be reasonable belief that illegal items or drugs/alcohol are in the Dormitory or Assistive Living units. The Perkins Center reserves the right to search any and all Dormitory or Assistive Living rooms should there be reasonable belief that illegal items or drugs/alcohol are in the housing unit. **Any refusal to allow a search to take place will be considered an admission of guilt.** We also reserve the right to bring a K-9 drug dog unit on site to search Perkins Center grounds should there be reasonable belief that illegal drugs are present on Perkins Center grounds.

### **Restricted Areas**

Because of the high likelihood of serious injury or death, the following areas are restricted at all times and are considered Group I offenses:

- Walking the Railroad Tracks and Bridge in front of the Center
- The river bank beside Perkins Center
- Walking on Route 40 River Narrows
- Males in Female Dormitory and Females in Male Dormitory

Other areas of the building may be restricted in the evening and weekends, such as:

- Work Adjustment and Training



- Physical and Occupational Therapy (Unless involved in organized Recreation Activity)
- Administration
- Greenhouse
- Softball Dugouts (After Dark)
- Areas generally vacated and locked during evenings and weekends.
- Restrooms for members of the opposite sex. (Ex: No men in the ladies restrooms, or ladies in the Men's restroom).

### **Perkins Center Pass System**

The pass system consists of four levels with Level I being the most restrictive pass and Level IV the least restrictive. You and your case manager are responsible for determining the appropriate pass level for you. Your case manager will review these assignments on a periodic basis, as needed to determine whether the level should be maintained. **Students must have Privilege Status to have access to the Pass System.**

Students are responsible for making arrangements with their case managers to get a pass before they leave for the day. If the case manager is not there during business hours, a person will be designed to help you get a pass. See the case manager assistant in Room B-102 or Director of case management in Room D-106 if your case manager is gone for the day.

When students have a level II (2), III (3), or IV (4) passes, they may pick them up at the Dormitory Desk in the lobby. Students must sign out on the leave sheet located at the desk and turn in their keys before their pass will be given to them.

When students return to the Perkins Center, they are to immediately turn their pass into the Dorm Staff.

If you are going to be out overnight, or think you might be out overnight, indicate this in the appropriate box on the leave sheet. If you state that you are not going to be out all night, and you are not in your room at bed check, you will be considered in violation of the pass system, a Group III offense.

Students in the Vocational Evaluation Program are not permitted to transport other students.

The limitations of the Pass Levels are indicated below:

LEVEL I -- A pass must be written by the case manager each time the student leaves Perkins Center grounds.

LEVEL II-(Blue)-Student is required to attend all scheduled classes and / or appointments. Must follow curfew rules / cannot leave overnight or ride with a family member, or their designee, without hand written pass (level I). Also, the student is, restricted from riding with anyone else, cannot walk on route 107 beyond the boundaries of the Perkins Center except to the Thelma Post Office for postal business. Can also leave facility on recreation events.

**May have a car on campus, but can only use it to go home on weekends. Can not transport or ride with other consumers.**

LEVEL III-(Green)-Student is required to attend all scheduled classes and / or appointments. Must follow curfew rules / cannot leave overnight without hand written pass (level

I). Can ride with family members or their designee or with level IV Perkins Center students who have a vehicle on campus (**CAN NOT ride with other level III students who have cars**). Can leave the facility on recreation events. Can also walk to Paintsville.

**May have a car on campus to transport self (only) through the week and on weekends. Can not transport other consumers. Can ride with a Perkins Center student who has a level IV pass and a car on campus.**

**Note: If attending Mayo / PCC, may transport another Mayo/PCC student with a level III pass with approval from student's case managers.**

LEVEL IV-(Pink)- Student is required to attend all scheduled classes and / or appointments. Must follow curfew rules / can sign out overnight. **Can ride with anyone (except a level III Perkins Center student with a car)** or walk to any non-restricted area.

**May have a car on campus to use through the week and on weekends. Can transport other Perkins Center consumers with a level III or IV pass.**

## **Student Vehicle Procedures**

Student may have a personal or family vehicle while at the Perkins Center under the following general guidelines. The Perkins Center does not assume liability for the vehicle, the driver, or passengers. Permission by the Perkins Center staff grants only the permission to exit the Perkins Center and travel with others, and does not insure or assume any liability of safety of the students. Perkins Center rules apply to the vehicle. The student is responsible a student must park his/her vehicle in an area designated by the facility, and **loitering is not permitted in any vehicle while it is parked on campus**. If a student is not on a Level III or IV pass, he or she may keep a vehicle on Perkins Center grounds; but may use it only to return home on leave, on summer break, or on Christmas break. Please do not perform maintenance work on your vehicle on Perkins Center grounds.

Transportation of Perkins Center students by other Perkins Center students also has several general guidelines. First of all, the vehicle operator must be on Level IV on the Perkins Center pass system, and the passenger must be on Level III or Level IV of the pass system. Permission may be granted, by the case manager issuing a Level I written pass, for a student not assigned a Level III or Level IV pass to ride with another student under special circumstance, such as medical appointments, or trips home. The passes must be valid for the driver and all passengers during the time they are away from the Perkins Center.

Some additional guidelines apply to Perkins Center non-resident (day, therapy only, outpatient, etc) students. Non resident students may utilize his/her vehicle at any time other than class time. A non-resident student may transport, or be a passenger, of another non-resident student, or a resident student in honors status having a Level IV pass.

A student in honors status, with a Level IV pass, may utilize his/her vehicle at any time other than class time. An evaluation student that has a vehicle at the Perkins Center must have a written Level I pass to use the vehicle. Students found in violation of the Perkins Center Student Vehicle Regulations will be issued a group III.

### **General Dress and Hygiene/Grooming Policy**

Rules apply for all students living at the Perkins Center and attending Perkins Center programs or other programs (KCTCS, Job Corp, etc.), day students and persons receiving outpatient services. These rules apply when students are on Perkins Center grounds, being transported in Perkins Center vehicle or on outings sponsored by the Perkins Center.

1. All students will maintain good personal hygiene and grooming on a daily basis which includes bathing, having clean hair that is brushed or combed and groomed, brushing teeth, using antiperspirant and having no body odor; Cosmetics and hair dyes, as well as hair styling, should reflect what would customarily be seen in work settings for both men and women. Extreme (extending far beyond the norm) hairstyles, makeup and hair colors are prohibited. Examples of extreme styles and colors include, but are not limited to, hawks of any kind, spiked hair, liberty spikes, hair spiked into a center ridge, unnatural hair colors such as green, pink, purple, etc. or painting of the face. Facial cosmetics or make-up will not be worn by male students.
2. All students will wear clean clothing daily, including proper undergarments and appropriate footwear. Shorts will not be worn that have less than a 4" inseam. Dresses or skirts will not be worn that are more than 4" above the knee. Clothing which exposes the breasts, buttocks, sexual genitalia or underwear is not permitted. Students must wear clothing which is appropriate for their gender or clothing which is interchangeably worn by both sexes (ex; sweats, t-shirts, etc.).
3. Bathing suits are not to be worn unless appropriate for the activity (ex: recreation trip, using the therapy pool).
4. Clothing, hats, scarves and jewelry with suggestive or obscene language are not allowed. Clothing and other items that advertise alcoholic drinks are prohibited. Also, clothing or jewelry with reference to illegal substances will not be worn.
5. The wearing of bandanas is not permitted. Also, the wearing of sun glasses in the building is not permitted. An exception will be allowed for persons who have a valid medical reason .
6. Clothing, hats, jewelry, etc., that are racially offensive are not allowed.
7. Facial piercing ornamentation must be small in size, does not protrude from the face more than ¼ "and does not hang below the middle of the chin or have chains or other items hanging from the piercing site. Any facial or mouth piercing that shows signs of infection must be removed and medical attention must be obtained before the piercing ornamentation may be worn.
8. The Director of Residential Services will have the right to make final decisions concerning questions regarding the General Dress and Hygiene Policy.

### **Work Activities, Classroom and Training Dress Code**

These additional rules apply to all instances when a student is attending classes, therapy sessions, participating in PACE, try-out employment, or representing the Perkins Center in an official capacity.

1. Students are to dress as if they are going to work. Flip flops, tank tops, muscle shirts, halter tops and tops exposing the midsection are not appropriate attire. Pants will be worn that do not show underclothing or impede the performance of work tasks or hinder mobility. Shorts are to have no less than a 4 inch inseam and dresses and skirts will not be more than 4 inches above the knee. Cosmetics and hair dyes, as well as hair styling, should reflect what would customarily be seen in work settings for both men and women. Extreme (extending far beyond the norm) hairstyles, makeup and hair colors are prohibited. Examples of extreme styles and colors include, but are not limited to, hawks of any kind, spiked hair, liberty spikes, hair spiked into a center

ridge, unnatural hair colors such as green, pink, purple, etc. or painting of the face. Facial cosmetics or make-up will not be worn by male students. Students will not wear black nail polish or black lipstick.

2. If uniforms are provided for classroom training, these will be worn while the student is in their program. A therapist can allow students to wear more casual clothing during therapy sessions.
3. No hats, caps or sunglasses are to be worn in classrooms or therapy areas during the time a student is in class/therapy. Instructors may permit hats, caps or sunglasses to be worn if the student has legitimate reasons for wearing these items. Hats, caps and sunglasses may be worn in the following areas while working on **outside projects**: Materials Management, Auto Lube and Detailing, Horticulture, Forklift, and Building Maintenance. Footwear will be worn which is appropriate for the work setting. Sandals or any other footwear that exposes the foot or toes are not permitted in the shop areas of the Work Adjustment and occupational skill training programs. Clothing with chains, pins or items hanging loose will not be permitted in the shop areas of the Work Adjustment Program and occupational skill training programs. This includes long key chains, long jewelry, chains on wallets or any other items specified by the instructor.
4. Men will be clean shaven or have well-trimmed beards and/or mustaches.
5. The instructor has the right to require students to follow additional rules on attire for his/her training area to maintain safety and to promote clear communication (ex: wearing jewelry or piercing ornamentation during certain work activities might be dangerous). Facial and tongue piercing must be removed while in the classroom or shop areas in the following programs: Auto Lube and Detailing, Materials Management; Food Service; Child Care; Building Maintenance; Custodial; and Craft Factory.
6. Students enrolled in the Work Adjustment Program and the occupational skill training programs that have specific requirements concerning the dress code in a particular occupation are expected to comply with these requirements. The instructor will explain these requirements to the student upon entering the program.
7. The wearing of bandanas is not permitted. An exception will be allowed for persons who have a valid medical reason for covering their heads.
8. The Director of the Vocational Services Unit will have the right to make final decisions concerning questions regarding classroom dress code.
9. Students are to be notified of the dress code upon entering their program.

Failing to follow these guidelines will result in a group IV behavior.

## **Medication Policy**

Students may not keep any prescription medicine in their rooms. All prescription medication must be left at the Assisted Living Unit from the time of admission forward. Students must go to the Assisted Living Unit to take these medicines at their assigned times.

Over-the-counter medication is permitted in the dormitory as long as it is kept in the original container. Students who are found to have prescription medicine in their room will be given a group II offense for abuse of medication policies.

## **Smoking/Tobacco Policy**

In order to comply with a statewide smoking policy for state-agency offices, students are not allowed to smoke anywhere in the building. Students may smoke in areas outside the building that are designated smoking areas, but it is requested that students place their cigarette butts in ashtrays provided to maintain a clean appearance of Perkins Center building and grounds. Failure to do so may cause the loss of certain areas of the grounds to be closed as smoking areas. Perkins Center staff take great pride in maintaining a clean environment and hope students do so as well.

The use of Smokeless Tobacco is permitted in the Dormitory rooms and outside in the designated smoking areas but prohibited anywhere else in the building. Please refrain from using smokeless tobacco products in non-designated smoking areas.

## **Designated Smoking Areas**

- Smoke Shack
- Behind gymnasium
- Under the trees by the sliding doors of the gymnasium
- Courtyard during inclement weather (rain or snow) request permission from security/dorm staff.
- Courtyard after 10:30 p.m. scheduling for males and females are located on double doors to courtyard by men's Elevator.

## **Visiting Hours**

Visiting hours Monday through Friday are 5:00 P.M. to 8:00 P.M. and 10:00 A.M. to 7:00 P.M. on Saturday and Sunday. Visitors coming at other times should be cleared through your case manager or the Dean of Students.

Requests for visitation in the dormitory must be made to dormitory staff. Family members of the opposite sex must be accompanied into the dormitory by a staff member.

## **Vending**

The vending machines are not the property of the Perkins Center. If you lose money in one of the machines, let the dormitory desk staff know and they will notify the vending operators. You should get your money back in two or three days. Any complaints concerning vending should be directed to the Dean of Students.

## **Other Safety Procedures**

For safety purposes, the Perkins Center does not allow the use of motorcycles, bikes, rollerblades, and skateboards. If you bring one of these items, it will be held in the Security office until you can get a chance to take it home.

## Work Adjustment Program (WAP)

### Classroom Rules

1. Be on Time! One unexcused tardy is a group IV. Three unexcused tardies equal one absence. One unexcused absence is a group III offense. Excuses for tardies or absences may only be given by the Assistive Living Unit or the instructor.
2. No profanity (signed, spoken, gestured, written, etc.) or inappropriate words or pictures printed on clothing or hats. Use of profanity results in a group IV offense. Use of profanity in a verbally abusive manner results in a group III offense.
3. No horseplaying. Horseplaying results in a Group III offense. No smoking or tobacco products. No food/drinks in classroom without instructor's permission.
4. Please ask the instructors for permission before removing items from the classroom.
5. Use breaks wisely to take care of personal business. For example, seeing your counselor, going to the restroom, or medical, etc.
6. Please come to class appropriately groomed. Caps, hats, sunglasses and radios/headphones are not appropriate in the classroom. Only shorts that are slightly above the knee are appropriate for classroom wear.
7. Please take care of all books, supplies, and equipment.
8. Please check with your instructor before leaving the classroom.
9. No sleeping in class. If you do not feel well, medical must excuse you. Otherwise you are expected to attend class.
10. No gross public display of affection in halls or classrooms. Engaging in inappropriate sexual activity can be a Group IV for minor violations or a Group I for major violations.
11. No running or excessive noise in the hallways. This results in a Group IV offense.
12. If you do not have a class, please go the lobby or to your room.
13. Please report to your scheduled class after you have been to another class or therapy session.
14. A WAP staffing will be scheduled once each month to check on progress. Remember, a special staffing may be conducted at any time if serious problems are noted.
15. Generally, WAP can be completed in four months. The length of the program may be adjusted depending upon each individual's goal.
16. WAP Dollars will be awarded to you each class period based upon the following criteria: appropriate dress/grooming; being on time; program participation; and appropriate class behavior. We want to reward you for doing things correctly!

### **Recreation Gameroom and Gymnasium Rules**

1. No food, drinks or chewing tobacco cups on the pool tables, table tennis table, foosball table, air hockey table, or other recreation area equipment.
2. No sitting on pool table or other recreation area equipment or tables.
3. During a pool shot, you must have one foot on the floor at all times.
4. Do not bang the pool balls or pool sticks on the pool tables.
5. Do not twirl, bounce, slam, or punch the ceiling tiles with your pool stick.
6. Do not prop your feet up on any recreation area equipment.
7. No CD players, tape players, radios, or other musical equipment are allowed in the gameroom or gym.
8. Do not prop the outside doors open.
9. No students are allowed in the gameroom or gym without staff permission.
10. Please do not use the free weights except during weightlifting class.
11. Each person is limited to 30 minutes on the electronic games.
12. Please do not block the check out window by standing or sitting in front of it.
13. Only student volunteers are allowed to sit in the recreation office.
14. You must check out and return all recreation equipment.
15. Do not bounce basketballs in the gameroom area.
16. Do not slam basketballs in the gym.
17. Do not fill any container larger than 16 ounces with Kool-Aid.
18. Please be dressed appropriately for each activity at all times.

### **Other Recreation Guidelines**

- Town shopping trips are on Sunday. The recreation vans leave at 6:00 pm and 8:00pm all students return at 9:30 pm. The shopping trips go to the Mayo Plaza and Wal-Mart only and students are not permitted to cross the road to Kmart or Food City. To go on a town shopping trip you must have a privilege card, a pass, and the requisite number of WAP Dollars (Work Adjustment Students only).
- The Recreation Unit offers special field trips throughout the year. To participate on these trips, students must sign up on the field trip list located in Recreation. Sign ups for activities are held every Monday at 6:00pm in recreation. These trips are first come – first served, so if you are interested in a particular trip, it may be best to ask the recreation staff when the sign-up sheet will be out.
- Please do not sign up for the trip unless you are sure you can attend. If you sign up for a trip and do not attend you will not be transported by Recreation for 14 days.

- Recreation has the right to prevent students from participating during trips for **thirty** days if issues arise during Recreational outings.

### **Carl Perkins Center Dormitory Procedures**

The following is a list of the Perkins Center rules which students must follow if they live in the dormitory. Please contact dormitory staff if you have questions about any of these procedures.

Perkins Center staff are here to help you in any way we can. Feel free to contact any staff member if you have a question or problem such as, adjusting to the Center, homesickness, relationship problems, personal problems or trouble with another student.

#### Intercom:

- Please listen for your name to come over the intercom when it's being used.
- Please follow the instructions given over the intercom.
- The dorm desk can call your individual rooms.
- You can call the dorm desk staff working by pushing the button once on the intercom box in your room.
- The intercom box will beep every few seconds if it is being used in your room.

#### Room condition:

As a resident in the Dormitory Unit you are expected to:

1. Keep dorm room clean and neat at all times.
  2. Keep any type of foul odor from forming in the room by keeping yourself and your laundry clean.
  3. Please use rubber gloves anytime you clean, especially in the bathrooms, to help prevent diseases.
  4. Please dry up any water on the bathroom floor after you bath or shower. Water left on the bathroom floor is a safety hazard.
  5. Please do not move the furniture away from the walls. This will allow a clear view of the room during bed check and emergency situations.
- You may use thumbtacks or pushpins to attach pictures, posters, etc. to the bulletin boards.
  - You may use a brand of "poster putty" that does not peel paint or leave damage, to attach pictures, posters, etc. to the doors, walls, and/or furniture.
  - Please do not use tape, nails, screws, thumbtacks, pushpins, etc. on the walls, doors, furniture, ceiling, light fixtures, etc.
  - Pornographic pictures cannot be displayed in the room.
  - Because of reasons the dorm staff may not be able to discuss with other students, the dorm staff has the right to have students change rooms as they (the dorm staff) feels is necessary. If you have any questions or concerns with this, contact the Dean of Students.
  - You are to get permission from the dorm staff before you move to another dorm room.
  - If you do not have a roommate, you are to keep one bed, wardrobe and desk clean.

#### Appliances:

- You may have televisions, VCRs, electric shaving razors, hair dryers, stereos, small desk lamps, and small electric clocks, in your dorm room without prior approval.

You may have a refrigerator in your dorm room under the following conditions:



- 1.) The refrigerator is 2.0 cubic feet or less in size.
- 2.) The refrigerator is plugged into an existing outlet in the dorm room; no extension cord or "outlet tree".
- 3.) You do not sell food and/or beverages being kept in the refrigerator.

You may have a microwave in your dorm room under the following conditions:

- 1.) The microwave is 1.0 cubic foot or less in size.
- 2.) The microwave is plugged into an existing outlet in the dorm room; no extension cord or "outlet tree".
- 3.

The following items are not allowed in your dorm room: hot plates, toasters, grills, electric skillets, electric blankets, hair cutting shears, etc. Approval of other items is determined by the Dean of Students, health, safety, and/or appropriate conduct concern.

#### Room inspections:

- Room inspections may be carried out every day by the staff at anytime.
- Students do not have to be in their rooms for room inspections.
- Room inspections are not announced over the intercom.
- The items looked at will be the following:
  - 1.) Bed made
  - 2.) Dirty clothes stored properly
  - 3.) Clean clothes stored properly
  - 4.) Trash bags in trash cans
  - 5.) Trash/food disposed of properly
  - 6.) Floor swept
  - 7.) Bed linens clean
  - 8.) Food stored properly
  - 9.) Room free of foul odor
  - 10.) Room decorated appropriately
  - 11.) Heater/air conditioner free of items
  - 12.) Light fixture free of items
  - 13.) Appliance rules being followed
  - 14.) Furniture dusted
  - 15.) Floor mopped
  - 16.) Furniture in appropriate places
  - 17.) Wardrobe orderly and neat
- The room will be rated as follows:
  - 1.) All seventeen room inspection items completed.
  - 2.) Good – At least fourteen of the seventeen room inspection items completed.
  - 3.) Unsatisfactory – More than three of the seventeen listed room inspection items not completed; which gives the room the appearance of being in disarray. Any room inspection items not completed, which makes the room unsatisfactory, are documented by the Dorm staff.
- The room inspection rating will affect students in the Work Adjustment Program as follows:

1. Excellent rating = 6 WAP Dollars
2. Good rating = 3 WAP Dollars
3. Unsatisfactory rating = 0 WAP Dollars and a Group IV offense

Students are responsible for coming by the Dorm Desk and getting the Dorm staff to put any WAP Dollars they may earned for room inspection on his/her WAP Dollar card.

- You are not responsible for the condition of your roommate's side and/or part of the room.
- If you go on leave for any length of time (over the weekend or longer), you are to leave your room in good enough condition to pass room inspection.

#### Curfews & bed check:

- Curfew time is affected by whether or not you have privilege status, honor status, etc.
- The following curfew rules apply:

Curfew for being in your dorm room Sunday night through Thursday night is 11:00 pm.

Curfew for being in your dorm room on Friday nights, Saturday nights, and holidays is 12:00 am

Students with privilege status may stay up until 2:00 am Fridays, Saturdays, and other times designated by the Dean of Students.

Honor Students do not have a curfew.

- Quiet hours in the Dorm are 9:00 p.m. until 8:00 a.m., seven nights a week. Excessive noise, such as slamming doors, moving furniture, playing your radio/stereo loud, etc. during this time is not allowed.
- If a Center staff member or another student asks you to turn your radio/stereo volume down, please do so.
- You are allowed to stay up to watch the 11:00 p.m. news if you request permission from the Dorm Desk.
- Bed check will be conducted every night after the curfew time. Security and Dorm staff will make a count of every student in the Dorm.
- Dorm and Security staff will not knock on the door when doing bed check. Expect staff to be at your dorm room at the appropriate time for bed check every night.
- On Friday nights, Saturday nights, and holidays, the Dorm staff will decide on how and when to do bed check.
- Students are to go to their rooms and stay in their rooms from curfew time until 6:00 a.m. the next morning. You may leave the room to use the restroom, get a drink of water, or go to the Medical Unit.
- Students may come downstairs to get snacks from the vending machines after bed check is completed. Please come downstairs quietly, get your snacks, and go immediately and quietly back to your dorm room.
- Visiting other rooms, washing clothes, and, taking showers, is not allowed after curfew.

#### Personal property:

- You are responsible for the protection of your own personal property.
- Valuables such as clothing, money, watches, jewelry, etc., should be in your possession at all times, or locked up in your dorm room.
- You are responsible for locking your own closet and dorm room when away from it.
- You are to use your own locks on the closet.
- If you use your own lock, and the Perkins Center staff must get into your closet if you are away, your lock may be cut off. This would only be done if you were suspected of having drugs, alcohol, weapons, etc.
- We recommend that students not loan, borrow, trade, etc., personal property items. If you do so, it is your responsibility to get the items back.

- Personal property can only be stored for a maximum of thirty (30) days following discharge.

Medications:

- You are to take all your prescription medications to the Nurses' Station in the Medical Unit.
- You may keep over-the-counter medications in your dorm room. However, over-the-counter medications kept in your dorm room must be in the original containers.
- If you need any medication, or need any kind of medical attention, feel free to go to the Medical Unit.
- If you are physically unable to go to the Medical Unit on your own, contact the Dorm Desk, using the intercom or another student, and the staff will assist you.

Dorm keys:

- You will be provided a door key, and if necessary a mailbox key.
- It is your responsibility to keep track of your dorm keys.
- Dorm keys should be kept together, and turned in.
- If you lose your dorm keys, you will be charged \$ 20.00 per key to replace them.

Mail:

- There is one mailbox for each regular student in the Dorm. The mailboxes are located just out from the Dorm Desk.
- Evaluation students can pick up their mail at the Dorm Desk.
- Incoming mail is usually distributed about 1:00 p.m. Monday through Friday.
- There is a box for outgoing mail on the wall next to the mailboxes.
- Stamps may be purchased at the Thelma Post office.

**The Perkins Center wants to be respectful of each student's privacy. The Perkins Center does have the right however, according to the Commonwealth of Kentucky's Homeland Security office, to open any package or letter that arrives on campus and to examine the contents. Mail that arrives on campus will also be opened by a Perkins Center administrator if the addressee cannot be identified on the envelope.**

**The Perkins Center is not responsible for student mail that is reported to be lost or misdirected.**

**Students are responsible for informing the Post Office and any appropriate persons/businesses/agencies when they complete their stay at the Perkins Center and their address changes. Mail that arrives for students no longer residing at the Perkins Center will be returned to the Post Office.**

Pass system & procedures:

- You must have a pass anytime you leave the Perkins Center property. The Perkins Center property runs from the road in front of the building, to the inside of the Perkins Center property fence.
- You must get any passes from your Perkins Center case manager.
- All passes must be turned in to the Dorm Desk immediately.
- A student must be in privilege status, and have his/her privilege card, to access the pass system.
- You must have a Level I written pass to leave while classes are going on, even if you have a Level II, III, or IV pass.

- You must sign in and out, at the Dorm Desk when you use a pass.
- When you want to use your pass you must:
  1. Turn in your keys to receive your pass
  2. Sign out on the sign out sheet (Level II, IIA, and III & IV only).
  3. Leave the Center
    - When you return to the Perkins Center you must:
    - Sign in at the Dormitory desk
    - Turn your pass in to a staff person
    - Receive your keys

#### Supplies:

- Evaluation students can get the following items, free of charge, at the Dorm Desk: bath soap, disinfectant spray, envelopes, feminine hygiene products, furniture polish, garbage bags, laundry detergent, paper, pencils, razors, shampoo, toothbrush, toothpaste, and window cleaner.
- All students not in evaluation must get their supplies from the Perkins Center store.
- Privilege and honors status students must turn in their privilege cards when signing out items from the Dorm Desk.
- All students can get rubber gloves, free of charge, at the Dorm Desk.
- You are encouraged to exchange your linens weekly at the Linen Room on Monday thru Fridays from 3:00 p.m. to 4:00 p.m. The Linen Room is located off the hallway going down the left side of the cafeteria. It is the last door on the right in that hallway. If you want to wash your linens between those periods, you can.
- When you leave the Perkins Center, you are to turn in your linens to the Linen Room.

#### Washers & dryers:

- Washers and dryers are provided on each floor to do your laundry.
- Washers and dryers are free to use. The coin mechanism on the machines does not require money, but must be used for the machines to run.
- In using both the washer and dryer, you should select setting for your clothes, push the coin mechanism in, then push the start button, or close the washer lid.
- Please stay with your laundry at all times. If you do not, your laundry may be stolen. If that happens, there is very little the Dorm or Security Units staff can do about it.
- Please do not pile clothes on the shelf above the machines or on the water heater. Such things are fire hazards.

#### Personal hygiene:

Please use appropriate personal hygiene practices while you are at the Perkins Center. This means bathing every day, using deodorant, combing your hair, brushing your teeth, wearing clean clothes etc.

#### Telephone use

- Prepaid phone cards are required for use on all telephones in the lobby.
- Phone cards can be purchased in the Courtyard Gift shop.
- If you have questions contact Dormitory staff.

#### Behavior:

- Staff considers each of you adults, and expects you to act like adults.
- Students are not allowed to run, yell, horseplay, put your feet on the furniture, sit inappropriately on the furniture, such as on a table, back of a chair, etc.;

- You are not to play any kind of sports/games which involve physical activity, such as running, jumping, catching, throwing, etc., in the Dormitory.
- Students must have street clothes on whenever they leave the dormitory floor.
- Students must have shirts/blouses, pants/skirts/dress, and shoes on anytime they enter the Dorm Lobby.
- Students are to use courtesy when watching the televisions.
- Radios and/or stereos are not to be played anywhere except for the Medical waiting area, your own dorm room, or outside.
- Further behavior guidelines are discussed in greater detail in the Behavior Management handbook.

#### General Information:

- Men are not allowed in the Women's Dorm; and women are not allowed in the Men's Dorm.
- Because the Dorm Desk area is a, "heavy traffic" area, please do not to "loaf" or "hang out" near the Dorm Desk. If you have a question or need help, feel free to come by.
- The only pets that are allowed in the Dormitory are small types of fish, which use one (1) fish bowl no bigger than three (3) gallons. Fish bowls requiring electrical attachments, such as air filters, water filters, etc., are not allowed. Otherwise, pets are not permitted.

#### CAFETERIA INFORMATION

##### MEALS SERVED: MONDAY THROUGH FRIDAY

BREAKFAST 7:00 a.m. – 8:00 a.m.  
 LUNCH 11:30 a.m. - 12:30 p.m.  
 DINNER 5:00 p.m. - 6:00 p.m.

##### **SATURDAY, SUNDAY, AND HOLIDAYS**

BREAKFAST 9:00 a.m. - 10:00 a.m.  
 LUNCH 12:00 p.m. - 1:00 p.m.  
 DINNER 5:00 p.m. - 6:00 p.m.

##### CHOICE OF ENTRÉE EACH MEAL:

BREAKFAST: Choice of cereal; Choice of juice; 8 oz. milk plus 4 oz. milk for cereal; 1 cup of coffee,  
 NO REFILL; NO REFILL ON MILK

LUNCH: Choice of beverage, milk included; 1 salad; 1 dessert; NO REFILL ON MILK; Seconds on  
 vegetables if desired; Soup served at lunch

DINNER: Choice of beverage, milk included; 1 salad; 1 dessert; NO REFILL ON MILK; Seconds on  
 vegetables if desired

Menus are distributed throughout the Center. If you do not want what's on the menu for lunch or dinner, you may request a chef's salad. SIGN YOUR NAME on the chef's salad list at the office in the cafeteria by 10:00 AM.

Please do not take silverware, cups, glasses, and Salt & pepper shakers from the cafeteria.

We are here to serve you. If you have any problems or complaints with the service or food, feel free to discuss them with us.

## **Perkins Center Services**

### **Case Management Services**

Upon your arrival at Perkins Center, you will be assigned to a case manager, who is responsible for your program throughout enrollment. The case manager serves as a liaison and advocate for Perkins Center students.

Using evaluation results, the case manager and person served develop an overall individual written rehabilitation plan. You will periodically review this program and insure that you are becoming independent and self-sufficient. Case managers also resolve changes or conflicts with schedules, programs or services and help resolve personal problems.

Your case manager may assist you with some of the following:

- Doctor, Dentist, Psychiatric, etc. appointments
- Your pass level
- Transportation to and from the Perkins Center
- Special phone calls
- Other services at Perkins Center (Vocational, Psychological, Medical) available to you
- Vocational Counseling

## **PHYSICAL MEDICINE & REHABILITATION (PM&R) SERVICES**

### **PERSONS SERVED**

Individuals in need of medical rehabilitation services caused by trauma, illness, disease or developmental delay. Treatment may involve services and/or programs to improve physical functioning, activities of daily living, bowel and bladder control, communication or cognitive deficits, as well as adjustment to disability.

### **PROGRAM GOAL**

The goal of PM & R is to achieve the highest obtainable functional level for the individual. The program emphasizes personalized treatment planning and intervention to assist clients in developing independence and assuming responsibility for personal and physical needs, while also offering services that enhance the consumer's opportunities for achieving a successful vocational outcome and/or independent living.

### **PROGRAM FEATURES**

A full range of interdisciplinary service providers and programs are offered including:

- Cognitive Rehabilitation
- Dietary
- Occupational Therapy
- Pharmacy
- Physical Therapy
- Physiatrist
- Psychiatry

- Rehabilitation Technology
- Nursing Services
- Speech Language Pathology
- Therapeutic Recreation
- Substance Abuse/Chemical Dependency Services
- Low staff/patient ratios
- Therapeutic pool
- Therapeutic equipment
- Two bed patient rooms with fully accessible baths

## **OCCUPATIONAL THERAPY (OT)**

### **PERSONS SERVED**

Occupational therapists treat individuals whose lives have been disrupted by physical injury or accident, birth defect, aging, emotional, sensory or developmental problems. A physician's order is required to initiate occupational therapy evaluations and treatment programs.

### **PROGRAM GOAL**

The goal of occupational therapy is to assist each individual in becoming as independent as their disability will allow, using functional activities, assistive devices, and technology. Rather than referring to a person's employment, the term occupational means being occupied in meaningful day-to-day living activities, including work and leisure.

### **PROGRAM FEATURES**

- Activities of Daily Living
  - feeding/eating
  - oral hygiene/grooming
  - toilet hygiene
  - bathing/dressing
- Adaptive/assistive equipment & splinting
- Assessment of patient capabilities
- Cognitive integration
- Pre-Driving Assessments
- Home, school, job-site visits, vocational services and consultations
- Independent living skills
  - home management
  - child care/parenting retraining
  - community re-entry
  - safety awareness & performance
  - Financial management
- Sensory awareness, processing & modulation
- Transfers
- Upper extremity prosthetic training

## **PHYSICAL THERAPY (PT)**

### **PERSONS SERVED**

Adults and children whose lives have been altered by head injury, stroke, spinal cord injury, amputation, orthopedic injury, cerebral palsy, multiple sclerosis, burns, arthritis and any other orthopedic or neurological injury or disease may be referred for physical therapy. A physician's order is required to initiate physical therapy evaluations and treatment programs.

### **PROGRAM GOAL**

The goal of physical therapy is to help individuals meet the challenge of a disability by maximizing functional independence and community reintegration. An individualized program incorporating evaluation results and patient goals is developed to restore strength, flexibility, balance, mobility, coordination and endurance.

### **PROGRAM FEATURES**

- Ambulation training with or without orthotics or prostheses
- Bed mobility and transfer training
- Electrical stimulation
- Instruction in proper body mechanics, lifting techniques and lower back care, along with guidelines for safe work performance
- Injury prevention education and work accommodation assessment
- Modalities for pain control, joint motion and soft tissue healing, skin care and wound management
- Patient and family education
- Pool therapy
- Lower extremity orthotic evaluation

## **SPEECH LANGUAGE PATHOLOGY (SLP)**

### **PERSONS SERVED**

Adults requiring assessment, treatment or consultation in relation to communication may be referred to the speech language pathologist. Communication abilities may be adversely affected by: Traumatic Brain Injury, Cerebral Palsy, Autism, Asperger's, Vocal Abuse, Stroke, Fluency Disorders, Learning Disorders, Mental Retardation, Dementia, Neurological Deficits, Auditory Processing Disorders, etc.

### **PROGRAM GOAL**

The goal of speech language pathology at CDPCRC is to provide evaluation, treatment and consultation services to individuals with communication disorders. Emphasis is placed on an interdisciplinary approach to the evaluation and treatment of patients, with a broad range of specialists within the field available for consultation. All Speech-Language Pathologist providing services through the department are licensed by the Kentucky Board of Speech-Language Pathology and hold the Certificate of Clinical Competence from the American Speech-Language-Hearing Association (ASHA).



## PROGRAM FEATURES

*Speech-Language Pathology Services* includes evaluation and treatment (group and individual) for:

- Cognitive rehabilitation
- Language disorders
- Articulation
- Fluency
- Voice and prosody
- Aural rehabilitation
- Pragmatics

## PSYCHOLOGY

### PERSONS SERVED

Adults with neurological conditions presenting with any or all of the following may consider the services of the psychologist: cognitive deficits, disturbances in mood, and disturbances in behavior.

### PROGRAM GOAL

The goal of this program is to decrease the severity of disturbances in mood and behavior, as well as the frequency of maladaptive behaviors while increasing consumer awareness of their strengths, limitations, and ability to cope with their limitations.

## PROGRAM FEATURES

*Psychological services* include:

- Neuropsychological evaluations
- Individual psychotherapy
- Group psychotherapy
- Crisis intervention
- Behavior management consultations

## ASSISTIVE TECHNOLOGY

### PERSONS SERVED

Individuals requiring alternative methods, strategies, or equipment for managing daily activities at home, in the workplace, in school, or in the community.

### PROGRAM GOAL

The goal of this program is to provide professional consultation, assessment, and training in the use of assistive technology, designed to enable individuals with disabilities to become more independent and successful in the areas of personal care, independent living, education and work.

## PROGRAM FEATURES

- Computer Access  
Specialized evaluation and training to disabled individuals in accessing computers for vocational, educational, and recreational needs.
- Communication Technology  
Assistive listening devices
- Augmentative/Alternative Communication for individuals with severe speech impairments or with no usable speech, providing recommendations and training in use of these devices.

- Environmental Control Units
  - Devices that allow an individual to control lights, television, telephone, room temperature, and other conditions in their surroundings by accessing a switch
- Mobility Technology
  - Seating and Wheeled Mobility
- Customizing Technologies
 

Fabricating and modifying special devices, based on the needs of the individual client, is an integral part of this service.
- Consultation Services
 

Available to case managers, employers, families and other interested individuals.
- Educational Services
 

Assessment for and implementation of assistive technology into instructional programs for occupational training.

### **ASSISTED LIVING UNIT (ALU) and PHYSICIAN SERVICES**

#### **PERSONS SERVED**

Persons with medical conditions such as stroke, spinal cord injuries, traumatic brain injuries, neurological disorders, limited mobility and self-care, cognitive disorders, psychosocial and psychiatric impairments are served in the assisted living unit.

#### **PROGRAM GOAL**

The goal of the ALU is to provide medical and nursing care, coordinate and manage physical restorative, psychosocial and other services enabling the consumer to achieve optimum levels of physical, social, and psychological functioning within their living environment.

#### **PROGRAM FEATURES**

- Diagnosis and treatment of impairment and disability
- Management of medical rehabilitation program
- Medical consultations
- Patient education
- Physician and nursing assessment of common conditions
- Prescription of medication and medical equipment
- Psychological/psychiatric education
- 24-bed unit

Staff members are specialists in general and rehabilitation medicine; psychology/psychiatry; registered nurses, and practical nurses.

The key advantage of this program is that physicians and nurses collaborate to coordinate the client's treatment regimen and ensure that safe, quality care results in improved function.

#### **Assisted Living Unit Rules and Guidelines**

1. All students housed in the Medical Housing Section, have an 11:00 p.m. bedtime curfew on Sunday through Thursday. Students with a privilege card do not have a curfew Friday or Saturday nights. However, students should, consult with the Assistive Living unit to see if you will needed in the Unit at a particular time.

2. No Students will be allowed in the Assistive Living unit except the students requiring treatment.
3. Stereos and radios are not to be played between the hours of 11:00 p.m. and 6:00 a.m. Sunday through Thursday, and 12:00 p.m. through 7:00 a.m. Friday and Saturday. All radios and stereos are to be kept at an acceptable level so as not to disturb others. Students refusing to abide by these regulations will be issued a group IV offense.
4. Each student housed in the Medical Unit requiring daily evening care (baths, bowel care, etc.) are expected to return to the Medical Unit for their care at the times they are scheduled. Failure to follow scheduled routines will result in group offenses. Students who disagree with scheduled times for routine care should discuss this matter with the nurse in charge of the shift.
5. All evening care must be completed by 10:30 p.m.
6. Students are expected to go to the cafeteria for their meals. If snacks are desired, they should be purchased before coming to the Medical Unit at bedtime.
7. Snacks will be served to those students requiring extra nourishment. Snacks may be served until 10:00 p.m. The number of snacks kept in the refrigerator in the Nurses Station will be determined by the nurses. Dormitory students may not keep snack in the refrigerator, due to the limited amount of space available.
8. Students are expected to complete all personal care to the extent of their ability.
9. Students are expected to keep their rooms in order and clean. Rooms will be inspected periodically. Poor room condition will result in a group IV offense.
10. Students are to turn in all medications brought from home to the nurses to be administered by the nurses. The student is responsible to come for medications on time. Being more than one hour late for medication will be given a group offense.
11. If you have a question as to when your assigned medication times are, a nurse can write your schedule for you.
12. Visiting in the Medical Housing Unit will be left to the judgement of the nurse in charge. Always have visitors check with the nurse before going to a student room.
13. Students able to care for their own laundry will be expected to do so. Those needing assistance should have their dirty laundry placed in a laundry bag with their name on the bag. It is the student's responsibility to ask for assistance with laundry when needed.
14. You may use thumbtacks or pushpins to attach pictures, posters, etc. to the bulletin boards. In order to prevent damages please refrain from using tape on walls or doors.
15. You may use a brand of "poster putty" that does not peel paint or leave damage, to attach pictures, posters, etc. to the doors, walls, and/or furniture. Students can purchase this item in the Perkins Center Gift Shop or Wal-Mart.
16. The back doors in the Assistive Living Unit, as well as the emergency exit, should not be used for routine entrance and/or exit unless an emergency situation exists.
17. Please do not ask Assistive Living Unit to use the phone, phone usage will be limited to emergency calls only. Personal phone calls are to be made in the lobby area with the use of calling card. Calling cards can be purchased in the Perkins Center Gift Shop or Wal-Mart.

18. Due to confidentiality please refrain from entering the Nurse's Station, if you need assistance please report to the front counter of the Nurse's station.

## OUTPATIENT SERVICES

### **PERSONS SERVED**

Any person requiring outpatient medical rehabilitation. *OVR* sponsorship is not a prerequisite to access services through Carl Perkins Outpatient Services.

### **PROGRAM GOAL**

To provide Carl Perkins services to clients on an outpatient basis throughout Kentucky and neighboring states.

### **PROGRAM FEATURES**

- Diagnostic evaluations
- Therapy treatment programs
- Follow-up visits
- Residential alternatives for extended evaluations if *OVR* consumer

### **PROGRAM SERVICES**

- Neuropsychological Evaluation
- Occupational Therapy
- Physical Therapy
- Psychological Consultation
- Rehabilitation Technology
- Speech Therapy

## LIFESKILLS ENHANCEMENT PROGRAM

### **PERSONS SERVED**

The LifeSkills Enhancement Program provides services for individuals with a range of disabilities including but not limited to autism, Asperger's syndrome, mild mental retardation, learning disabilities and traumatic brain injury. Participants in the program must require intensive occupational therapy, speech therapy and physical therapy. Participants should also be able to read at the fourth grade level or above. The program will include PT, OT, and Speech as well as offer the following groups: Critical Thinking, Community Management, Health Awareness, Job Skills, Orientation, Reflection, Memory, T.A.L.K., Self-Esteem, Medication Administration, Anger Management/S.W.I.M. and Stress Management. Psychological Services and Rehabilitation Technology are also available. The length of the program is three months.

### **PROGRAM GOAL**

The primary goal of the LifeSkills Enhancement Program is achieving significant and measurable improvements that enable individuals to enjoy a more productive and satisfying life by optimizing cognitive, physical, social and vocational functioning. Treatment is practical and targeted to developing greater independence, improving everyday functioning, and achieving academic and vocational goals

### **PROGRAM FEATURES**

- LifeSkills evaluation as included in the Comprehensive Vocational Evaluation
- Medical evaluation

- Neuropsychological assessment
- Occupational Therapy
- Physical Therapy
- Speech-language pathology
- Rehabilitation Technology
- Critical Thinking
- Community Management
- Health Awareness
- Job Skills
- Memory
- Talk
- Orientation
- Reflections
- Self-Esteem
- Stress Management
- Medication Administration
- Anger Management/S.W.I.M

At completion of the evaluation, the LifeSkills Enhancement Program interdisciplinary team determines what services are appropriate. Team staffings occur throughout the individual's program.

### **Transportation Services**

When you have been referred for transportation services, you will be given a time to report for transportation. You are to report to the area beside the Security Department promptly at your assigned time. If you will not be needing transportation for an appointment or class already scheduled, please contact your case manager or Sharon Kirk, Transportation Secretary (E114) as soon as possible.

### **Student Government Organization**

The Student Government Organization represents and advocates for student issues. If you are interested in participating in Student Government, contact a SGO member or the Dean of Students.

If you have an issue which you feel is important, you may contact either your area representative or the Dean of Students.

